



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

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To: Clark Conservation District, King Conservation District, South Yakima Conservation District, Chelan County Conservation District, Spokane County Conservation District and Pine Creek Conservation District

CC: Bill Broughton, Butch Ogden, Tom Salzer and Stu Trefry

From: Lori McLaughlin, WACD

Date: August 3, 2004

Re: Fall Area Meetings

The following schedule is for the 2004 Area Meetings:

Southwest	Clark CD	September 29, 2004	To be determined
Northwest	King CD	September 30, 2004	To be determined
South Central	South Yakima CD	October 19, 2004	To be determined
North Central	Chelan County CD	October 20, 2004	To be determined
Northeast	Spokane CD	October 21, 2004	To be determined
Southeast	Pine Creek	October 22, 2004	To be determined

As host district for this year's Area Meeting, it is time to begin preparations. Attached are several items, which I hope may be helpful to you in planning this years area meeting.

1. Reserve a meeting room: Attendance varies, but can run from 30-60 people. You may want to arrange for coffee/tea in the morning. If possible, please have lunch catered (this saves time). A head table and podium are preferred, as is seating at tables.
2. Agenda (sample attached): The enclosed agenda is provided only as a sample. WACD, the Commission and NRCS will need time on the agenda. Speakers should be contacted well in advance and asked if they will need audio/visual equipment, etc. You might ask each district in your area to provide a written report for distribution at the beginning of the meeting. Area meetings typically begin at around 8:30 a.m. and end around 4:00 p.m.
3. Prepare Notice of Meeting (sample attached): Give meeting date, time, and location. Please request that, if at all possible, proposed resolutions be mailed to you in advance (if not, ask people to bring enough copies to the meeting for everyone - about 40); and that people mail in an RSVP form (sample attached) by a given deadline if they plan to attend (this gives you an idea of how many lunches to plan for). You may wish to ask for prepayment for lunch at the time attendees make reservations.
4. Mail announcement, agenda, RSVP, and attachments to the list below. This should be done early enough to make sure that each district has time to prepare resolutions and decide who will attend the meeting. All addresses can be located in the Conservation Commission Directory.

- All Conservation District Officers in your area;
 - All Conservation District Supervisors and Associates in your area;
 - All WACD Officers
 - All WACD Area Directors
 - NRCS District and Area Conservationists
 - Gus Hughbanks, State Conservationist
 - Mark Clark, Conservation Commission
 - Conservation Commission Members
 - Field Service Managers
 - Lori McLaughlin, WACD
5. Designate a recording secretary and obtain minutes from previous year (I have attached a copy of the minutes - if you have any questions, feel free to contact the 2003 host district)

- Northeast – Pend Oreille CD
- Southeast – Pomeroy Conservation District
- North Central – Adams Conservation District
- Southwest – Wahkiakum Conservation District
- South Central – Kittitas Conservation District
- Northwest – Jefferson Conservation District

Please provide a registration or sign-in sheet (sample attached) and decide who will sit at the head table.

Attached is a copy of the WACD Articles and By-Laws and your Area By-Laws. Please be sure to review your area by-laws and let me know if there are any changes. It may be useful to have these at the meeting.

6. Each host district will need to identify a contact that will be responsible for the Area Meeting. Please let Lori McLaughlin who that contact will be. Please provide Lori with the contact information for one or two local hotels, preferably hotels near the meeting location.
7. Resolutions. This year, we are requesting that each host district have a **laptop computer available at your meeting**, so that changes may be made to the Resolutions will be made during the meeting. Please be sure to use the attached resolution format and make sure that the resolutions are typed in Microsoft Word. **Prior to the your area meeting, please e-mail your resolutions to wacd@ncia.com and mail a hard copy to WACD Plant Materials Center, 16564 Bradley Road, Bow, WA 98232.** Please make sure that you have you have a back-up copy. **Resolutions that pass at the area meeting need to be emailed and mailed to Lori the day after your area meeting.**
8. At the meeting, accomplish the following:
- a. Complete the items listed on the Agenda
 - b. Announce the host district for next year. See area articles and by-laws
 - c. Announce the date and location of the upcoming WACD Annual Meeting: **November 38 – December 1, 2004 at the Sheraton Hotel in Tacoma, Washington**
 - d. Complete the Financial Statement (sample attached) and send one copy to the next year's host district and to WACD.
 - e. Determine how the Area gift will be obtained for the WACD Convention Auction - the host district usually provides the gift.
 - f. Elections for Area Directors, if needed, are made at the area association meetings.
 - g. The Western Washington_elected position to the Conservation Commission expires this year. Nominations for this position are to be made at the northwest area

meetings. The election for this position will be held at the 2004 WACD Annual Meeting, in Tacoma, Washington.

If you would like any of the attached forms e-mailed to you, please contact Lori at wacd@ncia.com. Thanks very much for your willingness to host this year's meeting. If you have any questions, feel free to give myself a call.

Enclosures:

1. Sample Agenda
2. Sample Notice of Meeting
3. Sample RSVP
4. Sample Attendance Sheet
5. Resolution Format
6. Financial Statement Form
7. WACD Articles and By Laws
8. Area By-Laws